



Heath House Day Nursery  
52 Fleet Road  
Fleet  
Hampshire  
GU51 4PA  
Tel: 01252 617473

Dear Parents and Carers,

### The Early Years Pupil Premium

From April 2015, nurseries, schools, childminders and other childcare providers have been able to claim extra funding through the Early Years Pupil Premium to support children's development, learning and care. We wanted to write to you to explain what the Early Years Pupil Premium is, explain who is eligible for this funding and, importantly, to ask you to fill out the enclosed form(s) so that we, as a provider, can claim the extra funding.

National data and research shows that children of families who meet the Early Years Pupil Premium criteria may need additional help to get the most from their Early Years Education. As with the Pupil Premium available for Hampshire schools for children in Reception up to Year 11, the Early Years Pupil Premium will provide Hampshire early years education approved nurseries, pre-schools and childminders with extra funding to support children in achieving the best early years outcomes and start they can.

The Early Years Pupil Premium provides an extra 53 pence per hour for three and four year old children whose parents are in receipt of certain benefits or who were formally in local authority care but who left care because they were adopted or were subject to a special guardianship or child arrangements order. This means an extra £302 a year for each child taking up the full 570 hours funded entitlement to early years education. This additional funding can be used in any way to improve the quality of the early years education that we provide for your child. This could include, for example, additional training for our staff on early language, investing in partnership working with our colleagues in the area to further our expertise or supporting our staff in working on specialised areas such as speech and language.

It is well documented that high quality early years education can influence how well a child does at both primary and secondary school and so we want to make the most of this additional funding. If you have older children, you may be aware that a Pupil Premium has been available for school age children and it has proved to have given a real boost to the children receiving the funding. We want to do the same for our early years children entitled to this funding. Therefore, if your family meet the criteria that are detailed on the form, we ask that you fill it in and return it to us. This will allow us to claim the additional Early Years Pupil Premium funding. The information that you provide to us will be covered by our data protection policy and the Hampshire County Council privacy notice.

If you have any questions, please contact: **Annette Stephens or Sarah Warner.**

Yours sincerely,

Sarah Warner, Nursery Manager

## Notes for Provider – please read:

1. Please enter your setting name and Ofsted URN in the top section of the form before giving out to parents and enter a date for return to yourselves.
2. If a parent declares that their child is not adopted or subject to a special guardianship order or a child arrangement order (Q1) and that their family income is over £16,190 per year (Q2); their child(ren) will not be eligible for the EYPP and so the form should not be sent to Services for Young Children. You should inform the parent and return/or destroy information collected.
3. If the answer to Q1 is “Yes” – please ensure the copy of the Court Order is attached.
4. You must check that all information has been completed, that handwriting is legible and clear and that the declaration on page 3 has been signed by the parent. If there are any queries or omissions please clarify these with the parent/carer **before** sending the form to Services for Young Children.
5. Completed forms should be sent to:  
Services for Young Children  
4<sup>th</sup> Floor,  
Elizabeth II Court North  
Winchester  
SO23 8UG
6. Forms received by Services for Young Children with incomplete information, missing evidence of non economic criteria or without a signature in the parent declaration section cannot be processed and will be returned to you for further action.
7. If you have access to the OEYPP checker you will be able to view the status of all applications sent to SfYC and see if they have been returned as ‘Eligible’ or ‘Not Found’. If you do not have access to OEYPP checker then please contact SfYC to find out how you can have access.
8. If SfYC confirms to you that an EYPP check has returned as ‘Not Found’, you must contact the parent/carer and discuss this with them. If they wish to check the information provided, or provide hard copy of information to support their eligibility, please support them to contact the relevant Services for Young Children local office who will be able to view the application in full.

9. Please remember this is an **annual check** and parents are required to complete the voluntary declaration form in the funding period in which their child turns 3, and again in the funding period their child turns 4.

Please do not send in forms for children who have already been checked and are in receipt of EYPP unless they are a 3 year old turning 4 in which case the second check is due. Any forms sent in that are not required will be filed and not processed.

10. Children do not become eligible for EYPP until they are in receipt of EYE funding as a 3 year old. Any forms received for a child who is not yet within the eligibility checking date parameters will be destroyed and you will need to resend a form once the child is turning 3.

# EARLY YEARS PUPIL PREMIUM VOLUNTARY REGISTRATION FORM

Name of pre-school, nursery, childminder	Heath House Day Nursery
Ofsted Number	EY381395

As an approved provider of Early Years Education in Hampshire, we need information about you and your child to make sure we receive all the Government funding to which we and your child are entitled. This will help us to provide your child with the best education and support. Please read Q1 and Q2 before completing the full form.

**Important: If your answer is “No” for Q1 and “Yes” for Q2 you do not need to complete this rest of this form as your child is not eligible for the provider to claim additional Early Years Pupil Premium funding. Please tell your provider and return the form to the manager.**

**If your answer is “Yes” for Q1 or if your answer is “No” for Q2 then please complete the rest of the form, sign it and return to the manager by as soon as possible:**

## **Q1 ADOPTED CHILDREN, CHILDREN SUBJECT TO A SPECIAL GUARDIANSHIP ORDER OR A CHILD ARRANGEMENTS ORDER**

Has your child left care through adoption, special guardianship or a child arrangements order?

Yes  No

If yes, have you yet been granted an adoption order by the courts? Where available please attach a copy of the relevant court order to this application.

Yes  No  Order attached

## **Q2 FAMILY INCOME AND BENEFIT DETAILS**

Is your joint family income over £16,190 per year?

Yes  No

If you have answered “No” please place a tick against any of the benefits listed below that you<sup>1</sup> are in receipt of:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Child Tax Credit (providing you’re not also entitled to Working Tax Credit with an annual gross income of no more than £16,190)

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<sup>1</sup> This includes those who have parental rights for the child/children named on this form.

Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of State Pension Credit

Please place an **X** in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above; but you would still like us to check whether your child is eligible for the Early Years Pupil Premium.

**Q3 ABOUT YOUR CHILD/CHILDREN: (Please enter the child's legal name as shown on birth certificate)**

Child's Last Name	Child's First Name	Child's Date of Birth		
		DD	MM	YYYY

**Q4 PARENT/GUARDIAN DETAILS (if claiming based on economic criteria this must be the individual in receipt of the benefits – see above)**

Title	Mr / Mrs / Miss / Ms / Other										
Last name											
First Name											
Date of Birth	D		M					Y			
National Insurance Number*											
National Asylum Support Service (NASS) Number*			/			/					
Relationship to child											
Daytime Telephone Number											
Mobile Number											
Address											
	Postcode:										

\* Complete as appropriate

## DECLARATION

I agree that Hampshire County Council will use the information provided to process my claim for Early Years Pupil Premium and will contact other sources as allowed by law to verify my entitlement. I agree that the information may be used to ensure accuracy of records held by the local authority and to check against fraud.

I declare that the above details are true and I understand that any false or incorrect information could lead to funding being withdrawn. I understand that my details will be held securely, in accordance with the principles of the Data Protection Act 1998.

I agree that the information provided can be used to register my family with my local children's centre (if not already registered). If you DO NOT wish to be registered at your local children's centre, please email [childcare@hants.gov.uk](mailto:childcare@hants.gov.uk). This email address can also be used should you later choose to opt out.

I understand that the information will be held confidentially on the Hampshire Children's Centre database and only shared with partner organisations to provide appropriate and timely services and evaluate service provision with parental consent. I also understand that this information may be anonymised and used for statistical purposes.

I understand that whether I use this scheme or not, it will not affect any of the benefits I may be entitled to.

Signature of parent/guardian with parental responsibility	DATE

Please note: Any confidential information regarding your family will not be passed on to organisations outside of Children's Services partners without your consent, unless it is of a Child Protection nature, in which case information will be shared with appropriate agencies.

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For SfYC use only:

Date entered	OEYPP reference	Found / Not Found	Synergy updated	Initials
Duplicate Application (child not due for annual recheck)		Original Ref		